



Job Description – Senior Manager, Operations

Designation	Senior Manager – Operations
Department	Operations
Location	Jaipur
Employment Type	Renewable Full Time Employment Contract
Report To	Head Operations, Pragati
Positions reporting to this role	Project Officer, Coordinator - Operations

Organization Background

Established in 2007, Educate Girls' is a non-profit that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Shiksha', Educate Girls is committed to the Government's vision to improve access to secondary education for adolescent girls and women. For further details about organization, please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to "know and do" what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organisation
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

About the Project

Project Pragati is a 'second chance' program, launched in 2021, to create a self-sustaining ecosystem at scale for permanently at-risk, out-of-school adolescent girls and young women to enable:-

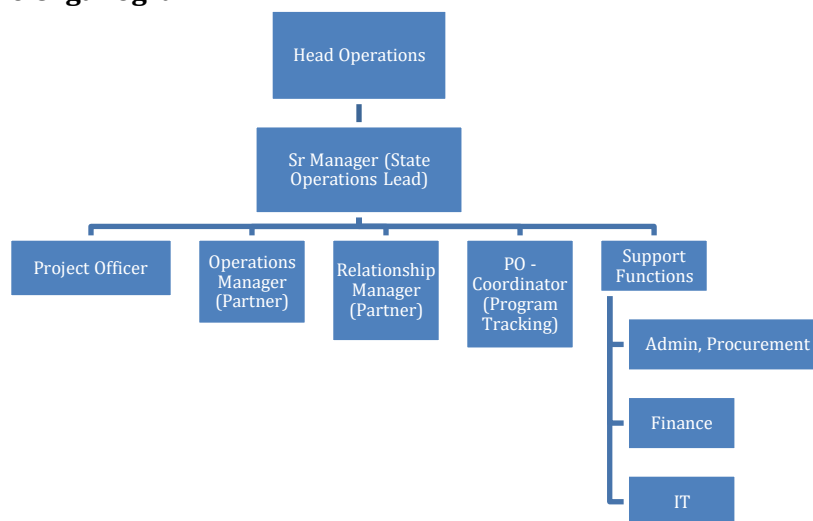
- 10th-grade credentialing
- Link them to higher education, employment or vocational training

The Opportunity:

We are seeking an enthusiastic and results-driven Senior Manager to spearhead the delivery of Project Pragati in Rajasthan to enable more than 50,000 adolescent girls and young women to pass their 10th grade from State Open School in Rajasthan and Bihar over the next 18-24 months.

As a Senior Manager, you will be the driving force behind the successful execution of this life-changing initiative. This is not just another job; it's a unique chance to be part of a team that is actively changing lives through transformation in education.

Position in the Organogram:



Scope of work:

Key Responsibilities:

A] Project Management: Oversee the entire project lifecycle, from planning and initiation to implementation, monitoring, and closure. Conduct root cause analysis to design solutions for systemic problems and develop innovations for the project effectiveness. Your exceptional leadership skills will guide the project team towards achieving milestones and delivering transformative results.

B] Program Management: Create and manage project plans, budgets, timelines to ensure success delivery of all projects. Create and manage the project dashboard for the state in line with organization expectations and actual situation of the state delivery.

C] Team Management: Build and manage a high-performing team, providing guidance and support to ensure they achieve their targets.

D] Stakeholder Engagement: Engage with various functions and collaborate with stakeholders to ensure deliverables are met as per timelines. Collaborate with other teams, build strong relationships, and ensure their active involvement in project planning and execution.

E] Risk Management: Identify and address program risks and challenges, adapting strategies as necessary to ensure success. Leverage your problem-solving prowess to overcome obstacles and seize opportunities.

F] Resource Management: As the master organizer, you will manage project budgets, procurements, and resources efficiently, ensuring the project stays on track financially and logistically. You will

closely interact with the Support functions (Admin, Logistics, Finance and IT) to ensure all project requirements are completed as per planned timelines.

G] Reporting & Communications: Prepare regular progress reports and compelling project narratives for both internal and external stakeholders. Showcase the project's achievements and share inspiring success stories to promote transparency and donor engagement.

Apply if you have

- 7-10 years' experience in planning and delivering projects, monitoring and reporting
- Excellent proficiency in Hindi – to read, write and speak, intermediate proficiency in English is preferable
- Strong analytical and problem-solving skills
- Ability to manage tasks, with strong time management and communication skills, to collaborate across verticals.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Passion for girls' education and a commitment to improving the lives of girls in underprivileged communities.
- Open to travel to the field when required.